

TO: TOWN COUNCIL
FROM: TOWN MANAGER 
RE: TOWN MANAGER RECRUITMENT FIRM INTERVIEWS

Council will interview three firms as follows:

2:00 PM	Bob Murray & Associates
3:00 PM	Ralph Andersen & Associates
4:00 PM	Western Executive Search

Firms were asked to respond to the following questions in the interviews.

1. Describe your firm and the techniques you would bring to recruiting a manager for a small town.
2. Explain your “guarantee” for this recruitment. Some firms have indicated they would re-conduct a recruitment at no additional cost if a candidate is not hired or if a person hired does not stay for a certain length of time.
3. Describe how you would obtain community input in developing the candidate profile. Would there be an on line survey? Describe how you would use on site meetings and how many meetings there would be.
4. For the Loomis position how will you go about developing a comparable wage and benefit recommendation?
5. Describe potential travel expenses for the consultant and the candidate and the expectation of what the Town should pay.
6. Explain how you would assist in negotiating an agreement with the successful candidate. Do you use the model ICMA agreement or some other? Please provide a copy of an agreement you typically recommend.
7. What on-line sites, trade publications and/or other methods would be used and is this included in the costs?
8. Other information you wish the Council to know.
9. Answer questions of the Council.